



**California Public Employees' Retirement System**  
PERS-HRD-88.DOT (Rev. 7/96)

Title of Position  
**Web Applications Systems Analyst**

Division and/or Subdivision  
**ITSB / TSSD / WDSS**

Location of Headquarters  
400 Q Street, Sacramento, CA 95811

**POSITION DUTY STATEMENT**

**PLEASE WRITE JOB #6872/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).**

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Class Title of Position  
**Staff Information Systems Analyst (Specialist)**

Position Number  
811-1312-020 (1272)

Effective Date  
05/01/10

Percent of  
Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

Under the general direction of the CalPERS Self Service Applications (SSA) Unit Manager (Data Processing Manager II),

45%

Analyst for the Web Development and Support Section (WDSS) projects acts as project lead on web based applications and projects. Typical tasks include:

- Develop requirements, use cases, requirements traceability matrices and other technical documents for my|CalPERS, my|Toolbox, Automated Communication Exchange System (ACES), CalPERS Education Center (CEC), Single Sign On (SSO), and CalPERS On-Line related applications.
- Facilitate joint application development sessions with customer representatives to produce requirements and use cases.
- Facilitate meetings with developers, testers, and customer representatives to review requirements, use cases, and other technical documents.
- Evaluate requirements and propose technical or functional solutions for the customer's business requirements and needs.
- Estimate effort required to develop requirements, use cases, requirements traceability matrices and other technical documents.
- Evaluate requirements and assess impact to current WDSS applications.
- Provide test support

35%

- Provide second level support for SSA application problems reported to the ITSD Customer Service Center (CSC) Help Desk. Analyze issues and recommend resolutions.
- Review defects and implement improvements to the system analysis procedures as necessary.
- Review and monitor defect lists and reports.

15%

- Develop detailed work plans for the requirements, use cases, and other technical documentation development.
- Work independently to secure resources and expertise required to produce technical documentation.
- Assist in project schedule development.

5%

- Prepare management information reports.